

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files, maintains the inventory of supplies and equipment, and assists in the preparation of the department budget. The employee of this class maintains appointments for the Fire Chief and acts as a receptionist for the chief's office. The Secretary to the Fire Chief performs routine duties independently, reporting directly to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters, proofreads typed material and corrects errors, and takes dictation and transcribes from notes. Compiles and organizes data needed for reports from graphs, charts, manuals, records, reports, or related department documents. Enters routine information in department records which includes maintaining a roster of department personnel. Fills out all forms or records required or assigned to this position. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Places and receives telephone calls. Acts as receptionist for any visitors to the Chief's office and directs them to other individuals or offices when necessary. Assists the public by answering questions about the operation of the department and handles any routine requests by callers or visitors to the office. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically and/or by subject matter. Traces missing files. Reads or reviews incoming materials and sorts

according to departmental procedure. Keeps records on the location of materials removed from files and to whom materials were released. Maintains a library or archive of reference materials for use by department personnel.

Operates a computer terminal in order to enter or retrieve information from files. Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a copying machine, facsimile machine, scanning equipment and calculator or computer software application when required. Performs appropriate back-up function in computer files.

Assists in the preparation of the total departmental operating budget. Maintains the inventory of department supplies and equipment and orders and distributes as required. Gets estimates on repair costs for assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.